

SELF-SERVICE SYSTEM AVAILABILITY SCHEDULE

| NO UPDATE STATUS* | SYSTEM MAINTENANCE** | PAY DATE |
|-----------------------------------|-----------------------------|-------------------|
| September 30 thru October 2, 2003 | October 4, 2003 | October 9, 2003 |
| October 10 thru October 12, 2003 | October 18, 2003 | October 23, 2003 |
| October 27 thru October 30, 2003 | November 1, 2003 | November 6, 2003 |
| November 11 thru 13, 2003 | November 15, 2003 | November 20, 2003 |
| November 21 thru 24, 2003 | November 29, 2003 | December 4, 2003 |
| December 9 thru 11, 2003 | December 13, 2003 | December 18, 2003 |
| December 19 thru 21, 2003 | December 27, 2003 | December 30, 2003 |
| January 6 thru 8, 2004 | January 10, 2004 | January 15, 2004 |
| January 20 thru 22, 2004 | January 24, 2004 | January 29, 2004 |

* NO UPDATE - Employees can view and/or print their information during NO UPDATE but new information cannot be added while payroll is being processed.

** MAINTENANCE – Self-Service is unavailable during maintenance periods, typically 6 a.m. to 6 p.m.